



Job Announcement

<http://mdcourts.gov>
TTY/D use Maryland Relay Service

Opening Date:	July 25, 2008	Closing Date:	August 8, 2008
Job Title:	Mail Clerk	Position Type:	Regular Full Time
PIN:	000428	FLSA Status:	Non-Exempt
Location:	Administrative Office of the Courts- Administrative Services Annapolis, Maryland	Grade/Entry Salary:	J05 \$27,034 - \$31,995 (Depending on Qualifications)
		Financial Disclosure:	No

Regular State employees subject to promotion/demotion policy

Essential Functions: Performs general mail duties with the main function being mail pickup and delivery. Mail pickup and delivery involves interoffice mail, U.S. mail, office supplies, materials, equipment, and bank deposits to various court locations, offices, and other locations as needed. Sorts and distributes mail to Judiciary Staff. Operates postage machine for outgoing mail and other mail room equipment. Performs various interoffice moves of furniture, etc., within buildings.

Education: High School Diploma or GED.

Experience: One year of related experience..

Skills/Abilities: Ability to operate a van or truck. Ability to communicate effectively and to follow oral and written instructions including directions to various locations. Ability to lift boxes, furniture, and other equipment up to 50 pounds. Ability to operate various equipment such as postage machine, hand truck, etc. Ability to travel and work outside in all types of weather. **Must have a valid Maryland Driver's license.** Ability to perform all essential functions of this position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN number, and location. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.